F No. 1(09)/PFMS/2023 Government of India Ministry of Finance Department of Expenditure *****

> North Block New Delhi, 24th February, 2023

OFFICE MEMORANDUM

Subject: Revised procedure for flow of funds under Centrally Sponsored Schemes (CSS) – Entry of legacy data in PFMS – reg.

The undersigned is directed to refer to the revised procedure for flow of funds under CSS issued vide this Department's letter No. 1(13)/PFMS/FCD/2020 dated 23rd March, 2021. The data of flow of funds after 1st April, 2021 is being captured in PFMS through State treasury integration. However, complete data has not been populated in PFMS via treasury integration route due to release of funds to non SNA accounts and due to direct payment from treasury to vendors/beneficiaries/staff etc. This is leading to discrepancies in some of the SNA reports.

2. A facility for entry of Legacy Data has been developed in PFMS wherein States can enter the information regarding opening balance of the Central and State share as on 1st April, 2021 and subsequent releases of central and State share. The Ministries/Departments concerned would be required to validate the data entered by the States with respect of Central share released. A detailed Standard Operating Procedure (SoP) in this regard is enclosed. PFMS division, O/o CGA will conduct training for State Level Implementing Agencies and the users of Ministries/Departments to facilitate entry of legacy data.

3. Ministries/Departments are requested to ensure completion of entry of legacy data for all CSS in respect of all SLS and validation of the same by the Ministry/Department concerned, latest by 7th March, 2023. Entry of legacy data is also a condition for release of 1st instalment of CSS funds in 2023-24.

4. This issue with the approval of the Competent Authority.

Pitech h fr (Prateek Kumar Si

rateek Kumar Sinlgh) Director Tel. No. 23094961

То

Secretaries of all Ministries/ Departments of Government of India

Copy to

- 1. Chief Secretaries of all States/UTs
- 2. Principal Secretary (Finance) of all States/UTs
- 3. Financial Advisers of Ministries/Departments

- 4. All State Directorates of PFMS
- 5. Addl. CGA (PFMS), Office of CGA with the request to take necessary action to incorporate the above in the PFMS

Copy for information to:

- 1. PSO to Finance Secretary and Secretary (Expenditure)
- 2. PSO to Addl. Secretary (PFS)
- 3. PPS to Director (PFC-I)

Treasury Legacy Data Entry

(SOP)



Public Financial Management System, Controller General of Accounts, Department of Expenditure, Ministry of Finance

> Prepared by, Ratnakar Upadhyay (Business Analyst)

> > 1

Document Creation History & Change Record

Version	Date	Change Description	Prepared By
1.0	31-January-2023	Treasury Legacy Data User Manual (Draft)	Ratnakar Upadhyay
and a second second		((Business Analyst)

Reviewers

Version	Date	Reviewed By	Designation
1.0	02-January-2023	Parul Singhal	Assistant Accounts Officer

Approvers

Version	Date	Reviewed By	Designation
1.0	03-February-2023	Smt. Jaspal Kaur	It. Controller General of Accounts
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1 Introduction

This document describe step by step process of "Treasury Legacy Data Entry". The process initiated by the SSM by entering Treasury legacy data for SNA Schemes and subsequently calculate the opening balance of a SNA Scheme, and submit the opening balance to concerned State Finance Department User (SFD) for approval. After approval from SFD the same will be available to PD of the Centrally Sponsored Scheme for approval.

Abbreviations 2

Short Name	Full Namo
PFMS	Public Financial Management System
SFD	State Finance Department User
PD	Programm Division
SSM	State scheme Manager

Treasury Legacy Data entry by SSM 3

(Charles and a state of the sta SSM user login to PFMS portal with valid user credentials.

- Forgot Pass · Activate Usar
- Register Agency
- Sanctioning Authority Code Creation Form
 Ministry User Registration Form
- Claimant User Registration Form
- · Pegister MIS Reports Users
- Get Password By Unique Agency Code
- Begister DBT Beneficiary Mgmt Checker Register Treasury Users

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Log In

The User Navigates to "My Schemes>Manage SNA Legacy Data>Treasury Legacy Data"

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		Scheme Hierarchy	CONTRACTOR OF THE OWNER OF THE	
		Add SNA Legacy Data		
		Manage SNA Scheme Ratio		
	San Line	Scheme Components		

The below page of "**Treasury Legacy Data Entry**" opens, The user selects financial year as 2021-22 from drop down, All the State Linked Schemes which were active in 2021-22 and marked as SNA (at any date) appears in the drop down of "State Linked Scheme".

User selects SNA scheme from state linked scheme drop down and the system displays the **"SNA Marking date"** dynamically as per the selected State Linked Scheme.

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User has to enter and save the details sequentially section wise (As at Table A below). i.e., first section A, then B and so on. Previous section should be saved before moving to the next section.

The user clicks on final "Save" button to submit the entered data for SFD approval. The Treasury Legacy is now submitted to SFD user for approval and appears on the Manage page of SFD user. The status of the entry will become 'SFD Submitted'

If the user wishes to make changes, he/she has to clicks on "Delete" button, it will clear the filled data and then the user can submit the data afresh for the said scheme.

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(Note: Before filing of Legacy data, please ensure that all the SNA releases made by the state treasury in the financial year 2022-23 till date should be shared with PFMS through Treasury integration and reflected in SNA01 report. Once the legacy data is entered and approved, it cannot be modified later.)

Section	Name	Description
A	Outstanding Balance with State	e In this field SSM should anter the set of the
1.2.2	Treasury as on 01/04/2021	lying with State treasury as on 01/04/2021 which
		to be released by state treasury. The amount chould have
-201- J		entered separately for central share state share and
		top up if any. Zero/negative amount will also be
1 - R. E		accepted in the form if no balance was there. Once SSM
		will save this, the treasury data will be frozen till date.
1		i.e. Treasury cannot share further any old data with
В	Treasury Releases from 01 Ann	PFMS through integration.
	2021 to marking SNA to SNA	The system will auto populate all the treasury data
1.16.50	Marking Data the A T	date on 21 (02 (2022) 111
	Marking Date through Treasury	needs to divide this amount and the size of the size o
1.1.1.1.1	Integration	share and ton up (if any). Negative values
		allowed.
C	Enter the treasury	In this field, SSM is allowed to enter the releases/
	release/Expenditure before SNA	expenditure amount (if any) which is made by the state
	marking (which is not reported	treasury but could not be reported through treasury
1	through Treasury integration).	integration. The data should be of period from
1. 1. 1. I.	1 2 4 1 1	which aver is carlied which are been been been been been been been be
D	Non-SNA Expenditure Done by	In this field SSM is allowed to act the line to
	state treasury After SNA marking	expenditure amount (if any) which is made by the state
	(which is not reported through	treasury but could not be reported through treasury
	Treasury integration)	integration. This data should include only the non-SNA
	and the grade of the second seco	payments made through State treasury after SNA
1	(Non-SNA Expenditure done by	marking till 31/03/2022
	state Treasury Post SNA)	
-		
Е	SNA Release done by State	In this field, SSM is allowed to enter the releases/
	Which is not remarked the	expenditure amount (if any) which is made by the state
	treasury integration)	treasury but could not be reported through treasury
	deasary integration)	integration. This data should include only the SNA
		marking till 31 /02 /2022
F	Non-SNA Expenditure done by	In this field, SSM is allowed to enter the released
1.3	the state treasury for financial	expenditure amount (if any) which is made by the state
	year 2022-2023	treasury but could not be reported through treasury
		integration. This amount should include non-SNA
		payments made through treasury in the financial year
		2022-23 till 30/11/2022.

TABLE A: Description of Sections (A to H):

G	Opening Balance in SNA account as on SNA Marking date	This is the opening balance in SNA account as on SNA marking date. It should include all the refunds from child agency (whether they refunded the amount later). This will become the opening balance of SNA and will be shown in SNA01 report as Opening Balance to calculate the unspent balance as on date.
н	Any other expenditure made by SNA or other child agency which is not reported to PFMS (After SNA marking till 31 st March 2022)	This amount should include any expenditure/ transfer done by the SNA agency or any child agency after SNA marking till 31/03/2022, which could not be reported to PFMS.

3.1 Manage Treasury Legacy Data: SSM

The User Navigates to "My Schemes>Manage SNA Legacy Data> "Manage Treasury Legacy Data" and the page "Manage Treasury Legacy Data" opens.

Agency	D		AR & \$27 9
Reports			
Masters	Þ		
My Schemes	Ð	Approve Acc. for Deactivation	
Agencies	Þ	Map SNA/CNA Component to	
My Funds	Þ	Manage SNA Legacy Data	Treasury Legacy Data
Register/ Track Issue		Add SNA Scheme Ratio	Manage Treasury Legacy Data
		Scheme Hierarchy	Mapage Treasury Legacy Data
		Add SNA Legacy Data	include measury regary bata
		Manage SNA Scheme Ratio	
		Scheme Components	
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To view the status of the treasury Legacy Data submitted to state finance department, user selects "SNA Scheme" name and "Status as SFD Submitted" from drop down and clicks on search button.

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heme e/Code	Balance with State Treasury	Releases /Expenditure through Treasury Integration (TI)	Releases /Expenditure before SNA marking which is not Reported through TI	LOJ NON-SNA Expenditure Done by state Treasury After SNA marking which is not reported through TI	[E] SNA Release Done by State treasury After SNA marking which is not reported through Treasury Integration	[F] Non Expenditure done by State Treasury for the financial year	[G] Opening Balance with SNA Account as on SNA Marking date	[H] Any other Expenditure by SNA or Child agency after SNA marking which is not reported to	SSM	PD	
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4 Treasury Legacy Data approval from SFD

SFD user logs in to PFMS portal using valid user credentials and The User Navigates to "My Scheme> Manage SNA Legacy Data>Manage Treasury Data" and the page "Manage Treasury Legacy Data"

Home		
Masters	Þ	
Users	Þ	
Reports		
My Schemes	D	Manage SNA Legacy Data
Treasury Reports	D	Manage Treasury Legacy Data
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The below SFD manage page will appears. User selects "SNA Scheme" name and "Status as SFD Submitted" from drop down and clicks on search button.



User clicks on hyperlink "Scheme Name /Code" and the SFD approval screen will appear.

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State Finance Department User (SFD) user review the entered treasury legacy data and clicks on "Approve/Reject outstanding Balance with State Treasury".

The below screen will appear for entering remarks under "SFD Remarks" text box.

Note: Please do not enter any special character in Remarks. Please keep remarks as short as possible.

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After entering remarks once user click on Approve button, the below screen will appear.

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Once Treasury legacy data is approved by SFD, the same will appear on the manage page of PD for approval.

5 Treasury Legacy Data approval from PD

PD user logs in to PFMS portal in financial year 2021-22, with valid user credential and the User Navigates to "My Scheme> Manage SNA Legacy Data>Manage Treasury Data" and the page "Manage Treasury Legacy Data"

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The below screen will appear and the user select "Centrally sponsored scheme", "state", "SNA scheme" and "Status as PD submitted" from drop down and clicks on Search button

and the second second		
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Status	PD-submitted	

After click on search button the below manage page appears.

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User clicks on hyperlink "Scheme Name /Code" and the PD approval screen appears.

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PD user reviews/ verifies the approved data from State Finance Department User (SFD) and click on "Approve/Reject outstanding Balance with State Treasury".



The below screen will appear for entering remarks under "PD Remarks" text box.

After entering remarks once user clicks on Approve button the data will be approved and further no change can be done.

Note: If SFD/PD will reject the data, then SSM needs to enter the complete data again.

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